

**New Hampshire State Council on the Arts  
Arts in Health Grant Guidelines  
FY2016**

**These grant guidelines are valid for fiscal year July 1, 2015 - June 30, 2016. Applications must be submitted by 4:30pm on May 22, 2015 (for projects occurring between July 1, 2015 - June 30, 2016).**

Arts in Health grants support arts activities, presentations, and artist residencies that occur in health care facilities, rehabilitation centers, and in centers serving the needs of the elderly. The overall goal of this grant category is to utilize the arts to enhance the quality of life and promote an environment conducive to healing for patients, residents, and/or clients. This grant category is in response to the Arts Council's commitment to meeting the needs of underserved populations, which can include the elderly, people with disabilities, and people with health challenges.

Organizations seeking funding in this category are strongly encouraged to develop projects that:

- Include New Hampshire artists with appropriate training and background for this work and compensate them for their work. The State Arts Council maintains a juried directory of artists trained to work in health care settings. [Click here to browse the Arts in Health Directory.](#)
- Include more than one arts program while the artist is in the facility (e.g. multiple performances; and/or a variety of programs, including performances, demonstrations, workshops, and classes).
- Include a professional development opportunity for staff.
- Have plans to sustain arts programming for the benefit of the population served.
- Include meaningful and engaging arts programs and experiences.

***Maximum Grant Request and Required Match***

Requests may be made for \$500 - \$4,500. At a minimum, grants must be matched on a one-to-one basis.

In-kind contributions may comprise one half of the required match and will also be considered by the reviewers as evidence of support and commitment by the community and/or partner organization. State Arts Council funds may not be matched by other State Arts Council or National Endowment for the Arts funds.

\*Please note that all grant categories and amounts are subject to change, depending upon availability of state and federal funds for any fiscal year.

***Who May Apply?***

Health care facilities, hospitals, rehabilitation centers, and facilities serving the elderly including: assisted living facilities, county and not-for-profit nursing homes, senior centers, veterans' homes, hospice care programs or visiting nurse associations.

Arts organizations seeking to deliver arts-based programs to a health care facility, nursing home or center serving the elderly with at least one year of arts programming experience.

Applicants must have 501 (c) (3) tax-exempt status from the IRS and not-for-profit incorporation in the State of New Hampshire and:

- Make their programs accessible to people with disabilities;
- Have submitted all required reports on past State Arts Council grants; and
- Be in good standing with the N.H. Secretary of State's Office and the N.H. Attorney General's Office.

Note: Public Value Partnership Grant recipients receiving general operating support may apply for Arts in Health Project grants. However, only expenses for direct project costs, not to include staff time, may be included in the budget.

***Restrictions***

This grant does not fund:

- Commercially viable "for-profit" publications, recordings or films.
- General operating expenses not directly related to the project.

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- Fundraising costs.
- Projects already receiving funds from another State Arts Council grant category.
- Any cost item listed in the glossary under "[ineligible expenses](#)."

***Sample Projects***

- A county nursing home offers a series of workshops presented by professional artist(s) for its residents in art forms such as painting, singing, storytelling, and/or memoir writing.
- A professional artist works with patients and staff to create a mural or weaving to be installed in a public area of the facility.
- A theatre company or artist works with senior citizens and an organization serving seniors to produce a theatre piece on issues facing seniors (i.e. fear of falling, loss of senses/mobility, depression) that is presented in nursing homes or senior centers around the state.
- An arts organization partners with a hospital, rehabilitation center, hospice program, or nursing home to offer multi-day arts programs for staff, patient/client/resident and families resulting in an exhibition, publication, film, or performance of their work.
- A dancer/dance company offers an adaptive dance program in a rehabilitation center or long term care facility for residents/patients and staff.
- A hospital brings in a professional musician to perform a concert in the lobby, cafeteria, or waiting area for staff, patients, and visitors; which also includes broadcast via the hospital's cable TV network and visits to individual rooms for interactive bedside programs.
- A senior center and school co-sponsor an intergenerational project involving oral histories, writing, and visual arts workshops where seniors and students tell, write, and illustrate stories. The residency culminates with publication of a book, public readings, and/or an exhibit at the senior center and school.

Note: A professional artist is defined as an individual who devotes a majority of his or her time to practicing, performing, and/or teaching an arts discipline and who receives payment for work in that discipline.

***Application Review Process***

A panel with expertise in the focus area of the grant category meets to review and rank applications according to the funding criteria listed. Whenever possible, a State Arts Councilor facilitates the meeting. After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors for review and approval. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application, so please prepare your application carefully and follow instructions.

***Funding Criteria***

The following criteria are used by reviewers to rank applications for this grant category:

**Goals:** Clearly stated project goal(s) and desired outcomes. To accommodate the wide range of projects that fall within the overall purpose of this grant category, applicants are asked to clearly state how the beneficiaries of the project will be involved. For example: projects that are primarily presentational (e.g. music and dance performances at bedsides or to a resident population, recitations of poetry, or a display of artwork done by professional artists, etc.); projects that are primarily interactive and participatory (e.g. hands-on workshops in music, dance or crafts; creative writing workshops or storytelling by residents, display of artwork done by residents, etc.); projects that incorporate both presentational and interactive components; connection of the project to the organization's mission and/or long range plan.

**Quality of Arts Programming:** Quality of project plan; quality and experience of artists in presenting or leading the activities; appropriateness of artist for population served; inclusion of New Hampshire artists; quality of the professional development component for staff (if included as part of the project).

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*Administrative Capacity:* Well-designed project plan with realistic timetable; appropriate qualifications of project staff; plans to include an orientation for the artist as appropriate to the health care site and project; appropriate publicity plan for targeted participants; realistic budgetary projections- please see the glossary for a list of [ineligible costs](#); ability to meet cash and in-kind match.

*Access & Impact:* Potential of the project to enhance the quality of life for participants; potential of the project to promote an environment conducive to healing; opportunities for residents, patients, caregivers, and staff to benefit from or actively participate in the creative process; evidence of providing programmatic access to persons with disabilities; the project offers more than one arts activity while the artist is in the facility; plans to sustain arts programming for the benefit of the population served; meaningful arts programs that provide active learning.

*Evaluation & Documentation:* Clear and appropriate method of evaluating the effectiveness and impact or success of the project; a plan for documenting the project and related activities.

***How to Apply***

Applicants are strongly encouraged to attend one of the State Arts Council's [grant information sessions](#) and discuss their proposals with the appropriate grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) relevant to State Arts Council grants.

Drafts of narrative questions and budgets may be reviewed if submitted by email **at least two weeks in advance of the application deadline**. First time applicants are especially encouraged to submit drafts. When emailing a draft, please clearly indicate **Draft for Review** in **bold** type on the submission.

***Submitting the Application***

The Arts Council is now using an online application system, [Submittable](#). While paper applications will be allowed for FY2016, **applicants are strongly encouraged to use the online system**. Use of the online system will be required from FY2017 on. Please [click here](#) for instructions on how to use the online system. **The online system cannot be used to submit drafts as outlined above.**

- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format (for use with both online and paper applications) and access a paper application in MS Word format (FY2016 only).

**Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.**

Don't have Microsoft Office? [Click here](#) to download Open Office for free!

Don't have Adobe Acrobat Reader? [Click here](#) to download for free!

***Narrative Questions***

The total narrative portion of the application **should not exceed four typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear.

*Introduction: Tell us about your organization* Provide a profile of your organization including its mission and goals. Please keep in mind that some panelists may not be familiar with your organization or its importance to New Hampshire.

**1. Why do you want to undertake this project?**

- Explain the goal(s) and intended outcome(s) of the project/activities. To accommodate the wide range of projects that fall within the overall purpose of this grant category, applicants are asked to clearly state how the beneficiaries of the project will be involved. For example:

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- Projects that are primarily presentational (e.g. music and dance performances at bedsides or to a resident population, recitations of poetry, or a display of artwork done by professional artists, etc.).
- Projects that are primarily interactive and participatory (e.g. hands-on workshops in music, dance or crafts; creative writing workshops or storytelling by residents, display of artwork done by residents, etc.).
- Projects that incorporate both presentational and interactive components.
- Explain how your project relates to your organization's mission or long-range plan.

**2. What are you planning to do?**

- **What** are the activities, programs or services you are planning and how will residents, patients and staff actively participate in the creative process?
- **When** will the project/activities occur?
- **Where** will the project/activities occur?
- **Who** are the artists you will be involving in the project? **Note:** Resumes and work samples must be included for all artists. If the artist is on the Arts in Health Directory, you may embed the link to the artist's page into the narrative. If you have not fully identified all the artists for your project, please name as many as you can.
- **Who** is/are your targeted audience(s) and or participants? If the project involves a presentation for the general public/local community, explain how and when you plan to present the performance or display the artwork within your facility, explain how the residents of the facility will benefit.
- Explain what provision you are making to provide an **orientation for the artists** in order to inform them of facility policies and HIPAA rules as they impact the artist's services in your facility.

**3. How are you going to accomplish your project?**

- Include a timeline for the planning and implementation of the project.
- Include the name and qualifications of the Project Coordinator who will be responsible for this project and attach his/her resume.
- Describe your marketing/promotion plan or other methods you will use to attract and engage participants. Include a plan for crediting the New Hampshire State Council on the Arts and the National Endowment for the Arts for supporting projects that are funded.
- Describe the plan to meet the cash and in-kind match. **Helpful hint:** Make sure that the project costs outlined on the budget forms correspond with the activities you have described.
- Identify the ways you will provide access to people with disabilities so they may benefit from this project (i.e., physical access, programmatic access via large print programs and signage, sign language interpretation, assistive listening devices, transportation, etc.).

**4. How will the targeted audience and community benefit?**

- Describe the value of the project to the residents of the facility, participants, or other audiences.
- How do you plan to sustain arts programming in the future?

**5. How will you evaluate and document your project?**

- How will the outcome of the goals listed for the project/activities be evaluated? Please include a copy of your evaluation forms in Support Materials, if available. For information on evaluation techniques, click here.
- How do you plan to document the project/activity (i.e., photography, interviews, surveys, etc.)?
- How will you evaluate the project for continuous improvement?

**Required Support Materials**

All required documents can be uploaded to the online system. Please follow the instructions here. If submitting a paper application, please submit **one copy** of the following and mail/deliver by the deadline to: NH State Council on the Arts, 19 Pillsbury Street, 1<sup>st</sup> Floor, Concord, NH 03301. **Please make a copy for your files.**

- Completed Application Form
- Answers to Narrative Questions
- Completed Budget Form

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- List of current Board or arts advisory committee members.
- Board-approved financial statement for most recently completed fiscal year.
- One-page resume or biographical statement of project director.
- Selected written materials on outside contractors who will be assisting with the implementation of the project.
- Letters of support by community members and/or participating partners. (if applicable)
- Evaluation form for the project/activities, if available.
- Selected relevant program materials such as reviews, season performance schedule, exhibition catalogues, etc. of previous programming.
- Work samples for **all** artists. If possible, we prefer that you include a link in the grant narrative to the artist's website or [Creative Ground](#) profile.
- **First-time applicants only:** Tax exempt status letter from the IRS and a copy of the Letter of Good Standing that was received upon registering with the State of New Hampshire Attorney General's office.

NOTE: Registration of IRS 501 (c) (3) not-for-profits is required every five years, for the years ending in 0 or 5. Registration may be completed online [here](#).

***Deadline***

Applications must be completed [online](#) or postmarked/delivered to the NH State Council on the Arts office by 4:30 pm on **May 22, 2015**. Office hours are Monday - Friday, 8:30 am - 4:30 pm. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

***Notification***

Applicants will be notified of their application status within approximately 10 weeks of the application deadline.

***Payment***

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Cultural Resources or the State Arts Council. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other State Arts Council funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

IMPORTANT: All grant agreements must be returned by January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds.

Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

***Grant Period and Reporting Requirements***

The grant period is noted above. A final report is due 30 days after the completion of your project. An extension of up to three months may be requested. The request for extension must be made *in writing, before* the deadline for filing has passed, to the grant coordinator responsible for administering the grant and should briefly note why the extension is necessary and the date the report will be submitted.

Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

***Questions?***

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Questions about this grant program? Please contact Catherine O'Brian, Arts in Health Coordinator, at [Catherine.R.OBrian@dcr.nh.gov](mailto:Catherine.R.OBrian@dcr.nh.gov) or 603-271-0795.

Questions about the online application system at Submittable? Please contact Ginnie Lupi, Director, at [Ginnie.Lupi@dcr.nh.gov](mailto:Ginnie.Lupi@dcr.nh.gov) or 603-271-8418.